

# **PROPOSAL RESPONSE DOCUMENT**

*for*



**HAMILTON COUNTY, TENNESSEE**

**REQUEST FOR PROPOSAL # 1203-02**

**FINANCIAL AND PERSONNEL SYSTEMS**

## ***FOREWORD***

This is the Official Response document that is to be used by all parties who wish to submit a proposed solution to Hamilton County's RFP # 1203-02 for Financial and Personnel systems. As such, it is divided into four (4) major sections:

- Section I      General Requirements
- Section II     Technical Requirements
- Section III    Application Requirements
- Section IV    Proposal Pricing

Each section is introduced with instructions for its completion. The proposer should exercise great care to comply with the guidance offered since failure to do so may contribute directly to a lowered evaluation of the proposal.

Once all items in each of the four sections of this document have been completed, the following Authorization Statement should be completed, and the original and 3 complete copies should be inserted in a sealed envelope marked "PROPOSAL—RFP#1203-02, Financial and Personnel System" and delivered to the following address:

Ken Blankenship  
Purchasing Director  
Hamilton County Purchasing Department  
117 East Seventh Street  
Chattanooga, TN 37402

If your sealed envelope with copies enclosed is inserted in another envelope/package for delivery, the latter should also be marked as having RFP#1203-02 enclosed.

Please note that it is the proposer's responsibility to ensure that its proposal is delivered **before** the proposal opening which is scheduled for 2:00 p.m. (EST) on Friday, January 23, 2004.

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### **AUTHORIZATION STATEMENT**

By signing this statement, I acknowledge that I have reviewed and approved the release of this proposal for Hamilton County's consideration.

Name (signed) \_\_\_\_\_

Date January \_\_\_\_\_, 2004

Title \_\_\_\_\_

Firm Name \_\_\_\_\_

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### HAMILTON COUNTY, TENNESSEE'S REQUEST FOR PROPOSAL # 1203-02

#### SECTION I—GENERAL REQUIREMENTS (Page 1 of 2)

##### Instructions for completing this section—

Please select (circle) one of the following choices which best describes your firm's response to each question asked:

Select            if.....

Y                    "Yes", your firm clearly satisfies the condition addressed in the question

N                    "No", your firm clearly does not satisfy the condition addressed in the question

If additional comments are deemed necessary, please use the COMMENTS section provided on the follow page.

##### Questions for section I —

1. Does your firm have a minimum of five (5) years experience working with government agencies? ..... Y      N
2. Has the software solution that you propose to Hamilton County been in use for at least 18 months by 5 or more.....Y      N  
municipal and/or county governments?
3. Has the software solution that you propose to Hamilton County been in use for at least one (1) year by 5 or more.....Y      N  
public school systems with averages of 40,000 students or more?
4. Does your firm commit to comply with the following regulations:
  - a. Applicable laws of the State of Tennessee and Hamilton County ?..... Y      N
  - b. Title VI of the Federal Civil Rights Act of 1964?..... Y      N
  - c. The Equal Employment Act and the regulations issued thereunder by the federal government?..... Y      N
  - d. The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government? Y      N

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5. Does your company affirm that the proposal being submitted was independently arrived at, without collusion with .....Y      N  
known or potential competitors, under penalty of perjury?
6. Does your company affirm that no payment shall be paid directly or indirectly to an employee or official of ..... Y      N  
Hamilton County as wages, compensation, or gifts in exchange for acting as an officer, agent, employee,  
subcontractor, or Consultant to the proposer in connection with any aspect of this proposal?

**COMMENTS (Optional)**

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**END OF SECTION I**

## OFFICIAL RESPONSE DOCUMENT

### HAMILTON COUNTY, TENNESSEE'S REQUEST FOR PROPOSAL # 1203-02

#### SECTION II—TECHNICAL REQUIREMENTS (Page 1 of 3 )

**Instructions** for completing all but items A6 thru A8 of this section—

Please select (circle) one of the following choices which best describes your firm's response to each question asked:

Select            if.....

Y                    "Yes", your firm clearly satisfies the condition addressed in the question

N                    "No", your firm clearly does not satisfy the condition addressed in the question

If additional comments are deemed necessary, please use the COMMENTS section provided on page 3 of 3.

**Instructions** for completing items A6 thru A8 of this section---

Please list your responses to the respective requests in the spaces provided.

#### A. Technical Requirements

- |    |   |   |   |
|----|---|---|---|
| 1. | Will this application run on Intel-compatible hardware with Microsoft Server and Microsoft SQL?.....  | Y | N |
| 2. | Will this application run on a Unix operating system with DB2?.....   | Y | N |
| 3. | Is this application compatible with a TCP/IP WAN?.....  | Y | N |
| 4. | Does the client software have a Windows GUI type interface that maintains a consistent, logical..... look and feel throughout? (The County's desktop computers are Microsoft 98, NT4.0, 2000, and XP workstations operating systems.)                                   | Y | N |
| 5. | We must be able to develop exchanges of data between these applications and existing applications ..... such as our Criminal Justice system. Will you provide the adequate documentation including data definitions to allow Hamilton County to write these interfaces? | Y | N |

6. List here programming languages and versions used:

| Language | Version |
|----------|---------|
| <hr/>    | <hr/>   |
| <hr/>    | <hr/>   |
| <hr/>    | <hr/>   |

7. List third-party development software and other development environment tools used:

Third-party development-

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Other development environment tools-

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8. List other third-party licenses that may be required for the County to use and maintain this software:

Third-party Licenses-

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**B. Security**

- |    |   |   |   |
|----|---|---|---|
| 1. | Will the system allow access permission management on at least three levels:  |   |   |
| a. | “Administrator” level shall allow full functionality of the system, including the ability.....<br>to administer security. | Y | N |
| b. | “User” level shall allow access for adding, changing, and deleting data.....  | Y | N |
| c. | “Inquiry” level shall allow read-only access to specified records by the individual.....<br>user’s logon.                 | Y | N |
| 2. | Does this application have the ability to assign access by user group at the field level?.....                            | Y | N |

**COMMENTS (OPTIONAL)**

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**END OF SECTION II**

## OFFICIAL RESPONSE DOCUMENT

### HAMILTON COUNTY, TENNESSEE'S REQUEST FOR PROPOSAL # 1203-02

#### SECTION III—APPLICATION REQUIREMENTS (Page 1 of 10 )

**Instructions** for completing this section—

Please select (circle) one of the following choices which best describes your firm's response to each question asked:

Select            if.....

Y                    “Yes”, your firm clearly satisfies the condition addressed in the question

N                    “No”, your firm clearly does not satisfy the condition addressed in the question

If additional comments are deemed necessary, please use the COMMENTS column provided throughout the questionnaires that follow



| <b>Does your proposed solution for the County's <u>Accounting</u> operations feature.....</b>   | <b>Y</b> | <b>N</b> | <b>COMMENTS (optional)</b> |
|---|----------|----------|----------------------------|
| 1) online General Ledger?   |          |          |                            |
| 2) budgeting function?  |          |          |                            |
| 3) budget ledger?   |          |          |                            |
| 4) accounts payable?  |          |          |                            |
| 5) user defined data extraction, importable to Excel?   |          |          |                            |
| 6) e-mail notification when budget limit has been exceeded?   |          |          |                            |
| 7) laser check writing component?   |          |          |                            |
| 8) the ability to key purchase orders in select balance sheet accounts (i.e. Inventories)?  |          |          |                            |
| 9) on screen explanation for all data entry fields?   |          |          |                            |
| 10) the ability to retrieve statistical information from purchase orders and direct payments?   |          |          |                            |
| 11) multiple alternate address fields for 1099 reporting?   |          |          |                            |
| 12) the ability to reduce purchase orders for retainage amounts?  |          |          |                            |
| 13) project accounting over multiple years?   |          |          |                            |
| 14) detail posting of transactions from subsystems?   |          |          |                            |
| 15) posting of statistics (Food Service data: number of free lunch/breakfast, Number of reduced lunches/breakfast, etc.) from subsystems? |          |          |                            |
| 16) account number deactivation based on user-specified dates?  |          |          |                            |
| 17) grant management over multiple years?   |          |          |                            |
| 18) multiple funds and fund types for one project?  |          |          |                            |
| 19) vendor history including payment and discount history?  |          |          |                            |
| 20) reporting of mileage reimbursement and travel expenses electronically?  |          |          |                            |

| <b>Does your proposed solution for the County's <u>Benefits</u> operations feature.....</b>   | <b>Y</b> | <b>N</b> | <b>COMMENTS (optional)</b> |
|---|----------|----------|----------------------------|
| 1) employee access to their own benefits information?   |          |          |                            |
| 2) the ability to define start dates for benefit coverages including Beneficiary data?  |          |          |                            |
| 3) access by employees to manage selected benefits with "activate" and "lockout" features?  |          |          |                            |
| 4) the ability to retain complete benefit activity for each employee?   |          |          |                            |
| 5) the ability to generate benefit billings from payroll information?   |          |          |                            |
| 6) a system to issue user defined invoices and track individual payments from COBRA, retiree, and leave of absence employees?                   |          |          |                            |
| 7) reporting in 834 format?   |          |          |                            |
| 8) open enrollment module?  |          |          |                            |
| 9) beneficiary data maintenance?  |          |          |                            |
| 10) flexible spending accounts management?  |          |          |                            |
| 11) routine billing procedures from the Payroll information for employees on Leave in a non-pay status applying FMLA and LOA rules?             |          |          |                            |
| 12) retirement service credit tracking for Tennessee Consolidated Retirement System (TCRS) based on days worked for the month per pension code? |          |          |                            |
| 13) "sick bank" time management?  |          |          |                            |
| 14) track retiree eligibility based on age and years of service?  |          |          |                            |
| 15) COBRA management module?  |          |          |                            |
| 16) Accumulation W-2 and 1099 earnings for life insurance annual salary for certain job classes?  |          |          |                            |

**SECTION III – APPLICATION REQUIREMENTS (Page 3 of 10)**

| <b>Does your proposed solution for the County's <u>Fixed Assets</u> operations feature.....</b>          | <b>Y</b> | <b>N</b> | <b>COMMENTS (optional)</b> |
|--|----------|----------|----------------------------|
| 1) management for entire fixed asset life cycles including transfers and Disposals by fund and function? |          |          |                            |
| 2) comprehensive audit trails for all asset activities?  |          |          |                            |
| 3) straight-line depreciation calculation with the ½ year convention?                                    |          |          |                            |
| 4) the ability to track "Controllable Assets vs. Capital Assets"?  |          |          |                            |
| 5) year-end tools designed to produce public documents, i.e. CAFR?                                       |          |          |                            |
| 6) ledger package integration to Fixed Assets, making the addition process automated?                    |          |          |                            |
| 7) large currency fields to support infrastructure assets?   |          |          |                            |
| 8) the ability to automatically show an asset as non-depreciable once fully Depreciated?                 |          |          |                            |
| 9) mass transactions, e.g. transfers and deletions?  |          |          |                            |
| 10) extended description fields, a minimum of 1000 characters?   |          |          |                            |
| 11) ability to automatically create fixed asset records for items marked as Fixed assets?                |          |          |                            |
| 12) management of assets purchased at the school level purchased by school funds?                        |          |          |                            |
| 13) management of the disposal process?  |          |          |                            |
| 14) accommodation of capital leases according to FASB 13?  |          |          |                            |
| 15)  |          |          |                            |
| 16)  |          |          |                            |
| 17)  |          |          |                            |

| <b>Does your proposed solution for the County's <u>Human Resources</u> operations feature.....</b>  | <b>Y</b> | <b>N</b> | <b>COMMENTS (optional)</b> |
|---|----------|----------|----------------------------|
| 1) functions for Position Maintenance, capable of providing detailed position Information?  |          |          |                            |
| 2) a Recruiting Component with an applicant tracking system.  |          |          |                            |
| 3) online access for employees to review information?   |          |          |                            |
| 4) online access for employees to modify certain information?   |          |          |                            |
| 5) the ability to track and manage employee education, experience, certification, training and development with multiple occurrences?             |          |          |                            |
| 6) the ability to handle salaried, hourly, permanent, part-time. seasonal, contract, and temporary employees?                                     |          |          |                            |
| 7) detailed online inquiry based on defined rules, i.e. data owner, supervisor, employee, administrator, etc.?                                    |          |          |                            |
| 8) online access to history up to two years and near-line access for life of employment?  |          |          |                            |
| 9) leave information, including annual, sick, FMLA, personal, military compensatory time, and over-time management including breaks in service?   |          |          |                            |
| 10) grievances, appeals, and EEOC charges management?   |          |          |                            |
| 11) the ability to handle raise/increase by group as specified?   |          |          |                            |
| 12) performance evaluation reporting and analysis using data imported from existing evaluation system?  |          |          |                            |
| 13) regulatory compliance tracking and management, i.e. CDC, finger printing Drug testing?  |          |          |                            |
| 14) EEO analysis and reporting capabilities?  |          |          |                            |
| 16) the ability to track career ladder level, amount, extended weeks, and extended amount?  |          |          |                            |
| 17) the ability to calculate salary projections for all employees based on estimated annual hours?  |          |          |                            |
| 18) the ability to calculate positions needed for each type of position and for each school, using predetermined formulas and student population? |          |          |                            |
| 19) forecast functions for salary and benefits-related expenses   |          |          |                            |
| 20) tenure management?  |          |          |                            |

| Does your proposed solution for the <b><u>Inventory</u></b> operations feature.....        | Y | N | COMMENTS (optional) |
|--|---|---|---------------------|
| 1) validation, account code edit, and fund availability check?                             |   |   |                     |
| 2) ability for school employees to order goods on-line from HCDE warehouse?                |   |   |                     |
| 3) future order needs capability for schools?  |   |   |                     |
| 4) inventory designation to prevent goods from being lost or to track hazardous materials? |   |   |                     |
| 5) confidentiality of specific inventory records?  |   |   |                     |
| 6) links to Fixed Asset System for transfer of equipment in inventory?                     |   |   |                     |
| 7) consistent item description throughout the entire system (Purchasing/ Inventory)?       |   |   |                     |
| 8)   |   |   |                     |
| 9)   |   |   |                     |
| 10)  |   |   |                     |
| 11)  |   |   |                     |
| 12)  |   |   |                     |
| 13)  |   |   |                     |
| 14)  |   |   |                     |
| 15)  |   |   |                     |
| 16)  |   |   |                     |
| 17)  |   |   |                     |
| 18)  |   |   |                     |
| 19)  |   |   |                     |
| 20)  |   |   |                     |

| Does your proposed solution for the <b><u>Investments</u></b> feature.....   | Y | N | COMMENTS (optional) |
|--|---|---|---------------------|
| 1) the ability to pool cash?   |   |   |                     |
| 2) the ability to accrue interest on a daily basis?  |   |   |                     |
| 3) the ability to age investments?   |   |   |                     |
| 4) standard reporting capabilities by: vendor, cusip number, type of investment, aging, etc.?                                  |   |   |                     |
| 5) master template for purchase of all investments and the ability to edit changes to investments directly on template screen? |   |   |                     |
| 6) the ability to interface with Accounting system?  |   |   |                     |
| 7) on-line investment tracking?  |   |   |                     |
| 8) forecasting?  |   |   |                     |
| 9) the ability to back-date entries?   |   |   |                     |
| 10)  |   |   |                     |
| 11)  |   |   |                     |
| 12)  |   |   |                     |
| 13)  |   |   |                     |
| 14)  |   |   |                     |
| 15)  |   |   |                     |
| 16)  |   |   |                     |
| 17)  |   |   |                     |
| 18)  |   |   |                     |
| 19)  |   |   |                     |
| 20)  |   |   |                     |

| Does your proposed solution for the County's <u>Payroll</u> operations feature.....  | Y | N | COMMENTS (optional) |
|--|---|---|---------------------|
| 1) direct deposit capabilities?  |   |   |                     |
| 2) Void and manual checks management?  |   |   |                     |
| 3) the ability to handle payroll for multiple cycles per year?   |   |   |                     |
| 4) the ability for mass changes to payroll based on user-specified criteria?   |   |   |                     |
| 5) the ability to provide detail online inquiry?   |   |   |                     |
| 6) online access to history up to two years?   |   |   |                     |
| 7) the ability to accommodate multiple type employees, multiple funds and multiple assignments with varying pay rates for the same employee? |   |   |                     |
| 8) automated check reconciliation?   |   |   |                     |
| 9) automated check reversal?   |   |   |                     |
| 10) automatic numeric sequencing to provide an optional employee ID#?  |   |   |                     |
| 11) on-line check calculation (tax calculation) and look-up of all deductions so that net pay can be viewed instantly on-line by users?      |   |   |                     |
| 12) remote entry of time and attendance data with appropriate approval?  |   |   |                     |
| 13) multiple employment calendars?   |   |   |                     |
| 14) employee escrow accounts for gross wage deductions?  |   |   |                     |
| 15) determination of correct pay amount for a mid-period hire or termination based on employment/time data entered by user?                  |   |   |                     |
| 16) calculation of multiple allowable statutory deductions (garnishments, levies, child support) in accordance to Tennessee state law?       |   |   |                     |
| 17) the ability to accelerate deductions based on term of employment (9-, 10- 11-, 12- month employment?                                     |   |   |                     |
| 18) the ability to control deductions through the use of start/stop dates, dollar limits, occurrence limits, or pay cycles?                  |   |   |                     |
| 19) service calculation for longevity, leave, total service, and retirement?   |   |   |                     |
| 20) track and pay supplemental pays, i.e. administrative years and pay, department head pay, athletic and band pay based on percentage?      |   |   |                     |

| <b>Does your proposed solution for the County's <u>Purchasing</u> operations feature.....</b>  | <b>Y</b> | <b>N</b> | <b>COMMENTS (optional)</b> |
|--|----------|----------|----------------------------|
| 1) online requisitioning with approval routing, tracking, and flagging?  |          |          |                            |
| 2) pre-encumbrance at time requisition is generated?   |          |          |                            |
| 3) automatic numeric sequence assigned as requisition number?  |          |          |                            |
| 4) commodity code assigned according to expense?   |          |          |                            |
| 5) use of multiple budget codes and multiple shipping locations?   |          |          |                            |
| 6) purchase orders generation by online requisitions?  |          |          |                            |
| 7) automatic purchase order number assignment?   |          |          |                            |
| 8) modification of purchase orders in real time including documents being generated and routed for approvals in response to modification   |          |          |                            |
| 9) purchase order print in real time?  |          |          |                            |
| 10) departmental copies of purchase orders routed electronically?  |          |          |                            |
| 11) standard reporting capabilities by: vendor, department, commodity code, DBE indicators, funding, etc.?   |          |          |                            |
| 12) report Writer/Query capability?  |          |          |                            |
| 13) an audit trail of all purchase orders in current or history file documenting the original transaction and any changes, adjustments, or overrides with their corresponding dates and purchasing agent's ID? |          |          |                            |
| 14) electronic bid and quote document creation?  |          |          |                            |
| 15) the ability to apply local vendor preference discounts when tabulating bids?   |          |          |                            |
| 16) vendor "pick-up" of bid package on the web?  |          |          |                            |
| 17) bid tabulation sheet creation?   |          |          |                            |
| 18) vendor registration with commodity code selection, DBE indicators?   |          |          |                            |
| 19) tracking of freight information, item dollars, carrier, class, weight, etc.?   |          |          |                            |
| 20) the ability for certain users to create limited purchase orders that do not require purchasing approval?   |          |          |                            |



| Does your proposed solution for the County feature.....  | Y | N | COMMENTS (optional) |
|--|---|---|---------------------|
| 1) compliance with all applicable HIPAA requirements?  |   |   |                     |
| 2) full compliance with the standards of "Schools Interoperability Framework"?   |   |   |                     |
| 3) compliance with the "No Child Left Behind" regulation where applicable?   |   |   |                     |
| 4) browser access through the Internet for all application functions?  |   |   |                     |
| 5) a report writer that allows users to create custom reports by accessing All data elements, including all Federal/State reporting fields in all financial systems? |   |   |                     |
| 6) the ability to select destination for reports, either a system file whose name is set by the user or a user-designated printer?                                   |   |   |                     |
| 7)   |   |   |                     |
| 8)   |   |   |                     |
| 9)   |   |   |                     |
| 10)  |   |   |                     |
| 11)  |   |   |                     |
| 12)  |   |   |                     |
| 13)  |   |   |                     |
| 14)  |   |   |                     |

**END OF SECTION III**

## OFFICIAL RESPONSE DOCUMENT

### HAMILTON COUNTY, TENNESSEE'S REQUEST FOR PROPOSAL # 1203-02

#### SECTION IV—PROPOSAL PRICING (Page 1 of 4)

**Instructions** for completing this section—

The following pages of this section contain the format that must be used when submitting the pricing information portion of your proposal. Pricing will be one of the primary factors Hamilton County considers when evaluating proposal responses. Therefore, it is imperative that your pricing be prepared and submitted in strict adherence to the following guidance.

1. There are three pricing scenarios that are to be completed and submitted as part of your proposal. Each scenario requests the same pricing information but each has a different installation/user base assumption that could affect pricing. It is extremely important that pricing be submitted for each scenario. Failure to comply with this request could be cause for the County to conclude that you cannot meet the requirements for the omitted scenario and, consequently, to reduce its evaluation of your proposal.
2. Key user related assumptions for pricing purposes are reported on page 4 of 4 of this section.
3. Hamilton County is a tax-exempt organization. Therefore, your pricing proposals should exclude all sales and use taxes, etc.

### **SCENARIO A**

#### **SITUATION**

Systems reside with County General Government on one (1) environment serving the needs of both County General and the Education Department. County General will have sole responsibility for management of the applications. The employees and users served will be allotted as shown in the User Information table shown on page 4 of 4 of this section.

#### **SYSTEM REQUIREMENTS**

##### *Operating System—*

MICROSOFT Windows Server

##### *Database—*

MICROSOFT SQL

##### *Network—*

TCP/IP WAN

### **SCENARIO B**

#### **SITUATION**

Systems reside in two (2) environments with different operating systems in one location (County General). County General will have primary responsibility for management of the applications. The employees and users served will be allotted as shown in the User Information shown on page 4 of 4 of this section.

#### **SYSTEM REQUIREMENTS**

##### *Operating System--*

- (1) MICROSOFT Windows Server
- (2) Unix

##### *Database—*

- (1) MICROSOFT SQL
- (2) DB2

##### *Network—*

TCP/IP WAN

### **SCENARIO C**

#### **SITUATION**

Systems reside and run at both County General and Education Department sites (located approximately 15 miles apart) utilizing different environments and databases (see specifics below). County General and the Education Department will have responsibility for management of their respective applications. The employees and users served will be allotted as shown in the User Information table shown on page 4 of 4 of this section.

#### **SYSTEM REQUIREMENTS**

##### *Operating System*

- (1) MICROSOFT Windows Server
- (2) Unix

##### *Database—*

- (1) MICROSOFT SQL
- (2) DB2

##### *Network—*

TCP/IP WAN

| User Information              |                    |                         |
|-------------------------------|--------------------|-------------------------|
|                               | General Government | Department of Education |
| <b>Total Employees</b>        | 1,700              | 7,053*                  |
| <b><u>Projected Users</u></b> |                    |                         |
| Finance                       | 50                 | 60                      |
| Human Resources               | 10                 | 20                      |
| Payroll                       | 10                 | 12                      |
| <b><u>Other</u></b>           |                    |                         |
| Number of Schools             |                    | 83                      |
| Number of Students            |                    | 40,700                  |

\* Details:

|                       |       |
|-----------------------|-------|
| Teachers              | 3,217 |
| Student Support Staff | 1,485 |
| Substitutes           | 1,294 |
| Operation Staff       | 834   |
| Administrative        | 223   |

**END OF SECTION IV**